



**Location for this position:**

Accent Signage Systems  
12450 Oliver Avenue South  
Burnsville, MN 55337  
<https://www.accent signage.com/>

**Title:** Sales Representative

**Reports To:** General Manager

**Primary Purpose:** Primary point of contact for inbound leads. Responsible for outbound calls to our database to qualify and rate prospects via phone, live chat and email

**Expected Attributes of Employees:**

- Positive attitude with a high level of accountability, personal drive, ambition, integrity
- Competent in communicating directly and effectively throughout the organization with effective verbal and written communication skills.
- High level of multi-tasking skills, with a strong attention to details, organization and follow up communications
- Passion for continuous improvement in all aspects of the position and a personal drive toward positive results
- Demonstrated strong oral and written communication skills
- Team-oriented customer service spirit with a passion to learn in a fast paced, goal deadline-driven atmosphere.

**Qualifications:**

- Signage/Graphics and Customer Service experience preferred.
- Fluent in Microsoft Office (Outlook, Excel, etc.), Acrobat, or have the ability to learn quickly.
- Self-sufficiency and attention to detail are critical.
- You must have strong prioritization skills as well as the ability to communicate clearly and effectively with the production team. Successful Sales Representatives are good at listening to customers, evaluating their true needs, and providing the right solutions. General project management skills are required.
- GED/High School Diploma

**Primary Duties & Responsibilities**

- Contact customers in the Accent database at the appropriate frequency to continually understand the state of the market and to secure business on an ongoing basis.
- Develop prospect lists through a variety of media, including: Internet searches, review of data bases provided by trade shows, using personal historical records, review of incoming responses from e-blasts, etc.
- Contact prospects to determine value Accent could provide.



- Use a blend of phone, video conference, and face to face interaction with customers, to secure business.
- Submit all necessary information for RFQ's
- Evaluate and document market pricing to be used as tool to determine competitive landscape.
- Maintain customer sales records. Create records for new customers, including contact details and the name of the representative managing the account. They update the records with details of orders and invoices.
- Maintain records of sales and compare them with budgeted targets to help managers and representatives monitor their progress.
- Track competitive information as it is learned or observed. Communicate it appropriately with the Marketing Department.
- Complete written and verbal reports as requested.
- Attend meetings and fill in for co-workers, as needed.
- Travel as necessary for the position. (Customer visits, tradeshow, product training, educational seminars, etc.)
- Complete all other projects and tasks assigned by supervisor.

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**Accent Signage Systems** is an award winning wholesale fabricator of ADA interior signage for both the national and international markets.

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Accent Signage Systems is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: [kconroy@rowmark.com](mailto:kconroy@rowmark.com).